The Kentucky Board of Licensure for Marriage and Family Therapists July 25, 2013 Minutes

The regular scheduled meeting of the Kentucky Board of Licensure of Marriage and Family Therapists was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, Kentucky on July 25, 2013.

Board Members Present:

Ms. Sandy Miller, Chair

Ms. Carolyn Miller-Cooper

Ms. Jane Prouty Ms. Marie Ruf

Ms. Mary Ellen Yates

Ms. Mary Badami

Mr. Richard Hamon

Occupations and Professions:

Marcia Egbert, Board Administrator

Office of the Attorney General:

Angela Evans (Part of Meeting)

<u>Guest</u>

Dave Clapper

<u>Call to Order:</u> Chair Sandra Miller called the meeting to order at 10:28 a.m.

<u>Introduction and Swearing in of New Board Members</u>: Carolyn Benedict, Notary, swore in Marie Ruf and Mary Ellen Yates as new Board members replacing Stephanie Head and Anthony Watkins respectively, whose terms had expired. Ms. Ruf's and Ms. Yate's terms will expire July 15, 2017.

<u>Minutes:</u> The Board reviewed minutes from June 20, 2013. A response from Sandy Miller was added to the minutes under New Business pertaining to an e-mail from Judith Bloor. Removal of the Work Session information was duplicated and the denial of a MFT application was duplicated. The duplicates were removed. Mary Badami made a motion to accept the minutes with corrections. Jane Prouty seconded the motion. The motion carried unanimously.

Board Monthly Financial Report:

The Board Monthly Financial Reports for July 1, 2012 through June 30, 2013 were reviewed. Jane Prouty made a motion to accept the Monthly Financial Report. Richard Hamon seconded the motion. The motion passed unanimously.

Attorney Report

Attorney Angela Evans was absent. The E-mail for J.I. with his question regarding accumulated hours will be tabled to the next scheduled Board meeting.

O & P Report

Marcia Egbert reported the following:

Executive Director

Courtney Bourne informed the staff in a staff meeting that after serious and deep consideration she will be resigning from Occupations and Professions to attend law school at the University of Kentucky this fall. The Cabinet is working with the Administration to name a new Executive Director. We anticipate this position to be filled by July. Ms. Bourne stated that her time at Occupations and Professions has been pleasant and provided a stimulating challenge. She also stated that she hopes the written Standard Operating Procedures, enhanced overall operational functions, database updates and other improvements have enriched the staff's work and work place.

Julie Jackson, Board Administrator, Retiring

Ms. Jackson retired on June 5. Julie has served O&P well for several years and will be missed. Julie's board assignments have been temporarily reassigned.

Employee Vacancies

Resource Management Analyst II – The management team conducted interviews May 16 and 17 and had several well qualified candidates. A recommendation was made to the Appointing Authority. Justin Turner joined O&P on June 17. Mr. Turner joins us from the Commonwealth Office of Technology (COT). Prior to COT he worked for the Department of Environmental Protection where he provided repair and support on hardware and software for end users, maintained their division website and simultaneously handled several IT related projects. As Mr. Turner gets acclimated, please continue to contact Susan Ellis, Section Supervisor for IT with questions. She will assist boards and staff with the website and other IT related matters until Mr. Turner becomes familiar with our systems.

Administrative Specialist III – O&P will request to open a register to fill Julie Jackson's position as soon as we are permitted. Due to the cap for employees within the agency this may be delayed until September, which is Julie's official retirement date when considering her accumulated leave time.

Paycheck Deferral

The 2012-2014 Budget Bill mandates that the regular payroll of June 30, 2013 cannot be issued prior to July 1, 2013. Please be advised that the payroll you would have received on Friday, June 28, 2013 will be received on Monday, July 1, 2013.

Budget

Budget submissions for the next biennium will be due this fall. If your board is expecting any large or unusual expense items in the next biennium, the Chair should contact Susan Ellis detailing the Board's plans in writing before August 1.

Database

COT has begun data profiling working towards a plan for data conversion from the current system to the new system. They are also working with the Office of Application Development on the conversion and held a design/analysis session with their architect for technical aesthetic designs. COT continues to look at ways to satisfy KRS 131.1817 in conjunction with the Department of Revenue.

Board Members Parking Information

Board members were reminded that the parking lot on the side of O&P closest to US 60 also known as Louisville Road is not our lot. O&P employees and board members are not to park there. The O&P lot is for staff and handicap accessibility only. Board members may park in the lot across the street from our building.

Open Meetings Training

O&P continues to work with the Attorney General's Office to schedule a date for Open Meetings Training. The Attorney General's Office is looking to coordinate the training in a way that would reach a large board member audience and that members would receive maximum benefits of the training. MFT Board members stated that they would like to attend this training to make sure we are in compliance.

Old Business

Responses to Old Business from last month's meeting are listed below were reviewed. No further action was taken.

- a. E-mail from Russell Hall.
- b. E-mail from Darlene Eastridge.
- c. E-mail from James Close.
- d. E-mail from Jennifer Schiller.
- e. E-mail from Gayatri Sing.
- f. E-mail from Paul M. Barth.
- g. Letter from Valerie Day.
- h. E-mail from Judith Bloor.
- i. E-mail from Carol Ann Isbell.

New Business

- a. Marcia Egbert presented the query requested by the Board at the last meeting of licensees that have been Associates for more than five (5) years. There were 14 Associates on the list which was fewer than the Board anticipated. There was a question about one of the Associates that had an emergency supervisor that was to expire on May 29, 2013. Ms. Egbert to check on her status and report back at the next meeting.
- b. Jane Prouty made a motion for the Board to purchase a plaque to present to Stephanie Head in appreciation for her years of service on the Board and to the Commonwealth. Carolyn Miller-Cooper seconded the motion. The motion carried unanimously. Ms. Miller will purchase the plaque and send it to Ms. Head.
- c. Jack Cox presented the question to the Board regarding his Supervision of a LMFT that is the supervisor of his niece. He wanted to be sure there was no

- conflict of interest or a violation to the Code of Ethics. The Board discussed the situation but needs more information. Ms. Egbert will contact Mr. Cox to let him know that they need additional information, (Is the supervisor a 1st level supervisor or a supervisor in training, clinical or administrative, etc.) Ms. Egbert will report back at the next meeting.
- d. The question of deferring or denying audited renewals of LMFT's if they do not submit the required approved CEU's, in part or full, was discussed at length. Following the discussion, Jane Prouty made a motion as follows: Pending regulatory changes, the Board will respond to renewal applicants that make a reasonable but incomplete attempt to comply with the CEU requirements. The renewal application shall be deferred for no longer than 90 days from the license expiration date during which time the applicant shall submit qualifying CEUs to the Board or their renewal will be denied. Mary Badami seconded the motion. The motion passed unanimously.
- e. An e-mail was received from Sue Bione-Grevious wanting to know if she accepted a job in Indiana (which can hire her because of her Master's degree), could she count those hours towards her Marriage and Family Therapy Associates license in Kentucky? After some discussion the Board decided that they would need more information on what the job in Indiana would be (i.e. submit a job description and job duties to the Board). Ms Egbert will contact Ms. Bione-Grevious with the Board's decision. Once the Board receives this information, they will review it at the next scheduled Board meeting and make a decision.
- f. Received an e-mail from Renee Yarmuth. She stated that she has had her LMFT in Indiana since 1992 and is a Clinical Fellow in the American Association for Marriage and Family Therapy but has never taken the National Exam. She would like to apply for licensure in Kentucky and understands that Kentucky does not have reciprocity with any other state. She is requesting that the Kentucky Board make her eligible to take the National exam so that she may apply for full licensure in Kentucky. After discussion, the Board made the decision that she would have to apply for full licensure in Kentucky and if she met all requirements except for passing the National Exam, her application would be deferred and the she would be made eligible to sit for the exam. Once the applicant passed the exam, she would be approved for licensure in Kentucky. Ms. Egbert will contact Ms. Yarmuth with the Board's decision.
- g. A letter was received from Jamie M. Stumbo, LMFT, requesting approval to become a non-AAMFT Approved Clinical Supervisor for a licensee until she can attend the required Supervision training to become a Supervisor. She was scheduled to take the training for Supervision on July 19, 2013 and was going to sign a Plan of Supervision with a licensee at that time. That training was cancelled and rescheduled for August 30, 2013. She would like to obtain provisional approval to supervise the licensee between now and August 30th when she is scheduled for the training. The Board denied her the provisional supervisor status. She must acquire all the requirements for a Board Approved Supervisor prior to supervising a licensee. Ms. Egbert will contact Ms. Stumbo with the Board's decision.

- h. An e-mail was received from Sarah Warren. Note: Mary Badami recused herself. Ms Warren is applying for licensure in Kentucky but is unable to get a signature from one of her previous supervisors in Indiana. She was asking direction on what to do. The Board stated that if she already has full licensure in Indiana, she would not need to submit supervisor signatures to apply for full licensure in Kentucky. She would need to apply and meet the requirements for full licensure in Kentucky which should include a letter of good standing from Indiana. Ms. Egbert will contact Ms. Warren with the Board's decision.
- i. Informational letters were received from Fran Ellers, Rahsheeno Griffith, Sheree Malone and Julia West (Mike Rankin is also a current supervisor of Ms. West) informing the Board that their Supervisor, William Doyle, is going on sick leave in mid-August and will not return until early October and requesting emergency supervision from Board Approved Supervisors until he returns. The emergency supervisors would be, Don Pitts, Kenneth Hollis, Annie Behymer and Mike Rankin respectively. The Board has approved the emergency supervision for the four (4) licensees until Mr. Doyle's return. Ms. Egbert will notify the licensees of the Board's decision.
- j. Jennifer Hayes submitted an e-mail asking if the MFT Board would accept a 45 hour MA degree as equivalent study as she couldn't find in the laws and regulations where it stated the minimum number of hours rather than totaling the individual categories, which is less than 45 hours. The Board asked Ms. Egbert to inform Ms. Hayes that she would need to fill out and submit an application for an Associates license by filling in the courses using her transcript. She would also need to submit the course syllibi for all of the classes on her transcript for review and approval by the Board at which time the Board will let her know if the Master's degree that she has is equivalent to the requirements for Kentucky.
- k. Cheryl Elam sent in a request asking the Board to allow her and her supervisee to use FaceTime for Supervision between them because of the distance between their employment locations. The Board stated that pursuant to 201 KAR 32:010 Section 1 (4) Definitions for 201 KAR Chapter 32, "Clinical supervision" means the direct, face-to-face interaction between the supervisor and supervisee which utilizes a partnership aimed at enhancing the professional development of supervisees in providing marriage and family therapy services; and Section 1(12) "Two (2) years experience in the practice of marriage and family therapy" means a minimum of two (2) years of the practice of marriage and family therapy consisting of 1,000 hours of direct, face-to-face contact with individuals, couples and families in the practice of marriage and family therapy under the supervision of an approved supervisor, that they could not use FaceTime for supervision hours. Ms. Egbert will contact her with the Board's decision.
- I. The Board discussed changing the time of arrival on Board days to review

applications, CEU's, etc. from 8:30 a.m. to 8:00 a.m. due to not being able to review everything prior to the 9:30 a.m. Board Meeting time. It was decided that this would put a hardship on Board members that have to travel far distances to get here. Instead, the Board decided to leave the review meeting time at 8:30 a.m. and move the Board Meeting time to 10:00 a.m. Ms. Egbert will have the time changes posted on the website.

m. Jack Cox submitted the following e-mail in regard to Amanda Bruno Driggs who is a Marriage and Family Therapy Associate under the supervision of Gene Kinnetz and himself. "Amanda Bruno Driggs recently passed the LMFT test. Her Associate Licensure is to expire August 25, 2013, which coincides with her 2 years as an Associate. On August 22, 2013 the board meets and that is when she is to renew her Associate status. Her two years as an Associate will be completed as of August 25, 2013 (3 days post the board meeting). She needs the two years post Associate status to be eligible for her LMFT. She has completed all the other requirements for the LMFT and will be eligible August 25, 2013; which falls on a Sunday for her LMFT as far as meeting the two year requirement. Will the board allow her to apply for her LMFT at the August 22, 2013 board meeting so that she does not have to have her Associate status renewed on August 22, 2013 and then be eligible only three days later for the LMFT? This appears to be a waste of money to renew the Associate status then in three days apply for the LMFT. Please let us know if the board will allow her to apply for the LMFT at the next board meeting. We would be very satisfied if the board even approved her LMFT to begin August 25, 2013 which is on a Sunday. Thanks for the consideration." After discussion, the Board said that she can apply for full licensure at the August 22, 2013 meeting, however, if she doesn't meet the requirements in any way for her full licensure, then she would have to re-apply as an Associate renewal and pay the late fee. Ms. Egbert will contact them with the Board's decision.

Complaints/Other Legal Matters

The Complaint Committee did not meet due to not having an attorney in attendance. All complaints remain on pending status.

- a. 2011-007 Pending
- b. 2013-002 Pending
- c. 2013-003 Pending
- d. 2013-004 Pending

Status Report as of 2/26/2013:

Active Licensee's for MFT's – 521 Active Licensee's for MFTA's – 132 Total Active Licensee's – 653

Application Review:

Carolyn Miller-Cooper made a motion to approve all applications, renewals, audits and CEU Provider Applications as reviewed and recommended by the committee this morning prior to the Board Meeting. Mary Ellen Yates seconded the motion. The motion passed unanimously.

Jane Prouty made a motion to approve the ratification of applications, renewals, audits and Provider Applications reviewed and issued from 6/20/2013 through 7/24/2013. Mary Ellen Yates seconded the motion. The motion passed unanimously.

Associates:

The following application for Marriage and Family Therapist Associates were approved: *Marguerite Duck, Edith S. Mahaffey, Lauren B. Virant*

The following applications for Marriage and Family Therapist Associates were deferred: *Neveah Janet Blemaster, Melissa L. Earnest, Priscilla L. Schwartz*

The following application for Marriage and Family Therapist Associate was approved with provisions: *David A. Rutledge*

The following application for Marriage and Family Therapist Associates was denied: Leigh A. Sweasy

The following Plans of Supervision for Marriage and Family Therapist Associates were approved: Susan Bione-Grevious, Susan T. Clark, Alicia M. Durham, Michelle Finley, Camilla Smith, Kelsey B. Snavely

The following Plan of Supervision for Marriage and Family Therapist Associate was approved with provisions: *Sheree Malone*

The following Renewals for Marriage and Family Therapist Associates were approved: Kristyn Blackburn, Julie Kotlak Dreisbach, Jillian Hawks, Valerie Lawson, Brittany S. Reed, Jennifer Wheeler, David Wilson

The following Renewal for Marriage and Family Therapist Associate was deferred: *Karen Bess*

<u>LMFT</u>:

The following applications for licensed Marriage and Family Therapists were approved: Michelle Finley, Pamela Jo Hendricks, Ja'Mekia Chantal Stoner, Kelly Turner

The following Renewal Audits for Marriage and Family Therapist were approved: Gene Allen Baker, Eva Marie Glahn-Atkinson, Mary Patricia Jarnagin, Patricia C. Martin, Angela Dawn Mathew, Tracy Lynn Roberts, Karen Sheets-Mobley

The following Renewal Audits for Marriage and Family Therapist were deferred: *Jacklyn Harris, Cynthia Johnson, Nancy Savage, Catherine J. Smith*

The following Reinstatement for Marriage and Family Therapist was approved: *Denise N. Holland*

The following Appeal of Reinstatement for Marriage and Family Therapist was Approved with Provision of submission of 45 hours of CEU's approved by the Board: *Vivian Hurt*

Ratification of Online Renewals for Marriage and Family Therapist were approved: Tanya M. Aliki, Kenneth B. Armstrong, Dominic DeLeon Baisas, William C. Barrett, Judith Joleen Bloor, Angela C. Brock, Charlse R. Burgett, Shelley Ann Brown Carter, Dolores Marie Carter, Cahterine M. Causey, Gary Mike Clark, Carol J. Conaway, Don Delafield, Eileen D. Durbin, Paula Maria Durdach, Kimberly G. Early, Richard C. Ennis, Carrie Kay Fraser, James W. Graf, Julia Boone Griffey, Dorothy C. Hay, Kerry Edward Hobson, Nancy Lorraine, Homb, Lockie C. Inlow, Diann B. Clug, Leonard C. Knight, Richard Wayne Lake, Leona D. LeMay, Daniel F. Mansfield, Michelle Mayfield, Craig Fredrick McCluney, Kara Fresh McDonald, Linday M. Mika, Lillian B. Mills, Thomas C. Noyes, Marcheta Rose Pennington, Lisa A. Potts, Catherine M. Reedy, Vernon Rickert, Laurice D. Rogers, Patricia A. Sheldon, Brenda Shell, Melinda Gay Smith, Susan Grey Smith, Jayan E. Thomas, Gregory M. Thompson, Roger D. Walker, Kristine Waters, Scott Evan Wigginton, Katherine Mae Efstration Winham

Results for Provider CEU Applications reviewed from 1/25/2013 thru 7/25/2013: See spreadsheet on website at http://mft.ky.gov under Resources/Continuing Education.

A Work Session will be held July 26, 2013 beginning at 9:00 a.m. at 911 Leawood Drive, Frankfort, KY.

The next meeting of the Marriage and Family Therapy Board has been scheduled for August 22, 2013 at 911 Leawood Drive, Frankfort, KY. Committees will meet at 8:30 a.m. with the Board Meeting to follow at 10:00 a.m.

Jane Prouty made a motion that Travel and Per Diem be paid to those who attended the regular Board Meeting on July 25, 2013. Mary Badami seconded the motion. The motion passed unanimously.

The Marriage and Family Therapy Board meeting was adjourned by Chair Sandy Miller at 11:42 p.m.

Respectively Submitted:

Marcia Egbert Board Administrator